

SNS 00000000-0000-R00

# Document Title

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## CONTENTS (CAPS, BOLD, CENTER; STYLE=HEADING1 UNNUMBERED)

	Page
LIST OF FIGURES (if five or more) .....	v
LIST OF TABLES (if five or more) .....	vii
ADDITIONAL FRONT MATTER.....	ix
1. FIRST-ORDER HEADING (CAPS, BOLD, CENTER; STYLE=HEADING1).....	1
1.1 SECOND-ORDER HEADING (CAPS, BOLD, FLUSH LEFT; STYLE=HEADING2) .....	1
1.1.1 Third-Order Heading (Cap-Lowercase, Bold, Flush Left; Style=Heading3) .....	1
2. FIGURES.....	2
3. TABLES .....	3
4. LISTS.....	4
5. REFERENCES .....	5
5.1 Books.....	5
5.2 Code of Federal Regulations .....	5
5.3 Conference and Symposium Proceedings .....	5
5.3.1 Proceedings in report format.....	5
5.3.2 Article in a proceedings .....	5
5.4 Journals.....	5
5.4.1 Authored Article .....	6
5.4.2 Specific page of an article.....	6
5.5 Laws .....	6
5.6 Memorandums .....	6
5.7 Programs and Software.....	6
5.8 Reports.....	6
5.8.1 Individual author .....	6
5.8.2 Corporate or government author and publisher .....	6
5.9 Theses and Dissertations .....	6
APPENDIX A. TITLE.....	A-1

*The Contents begins on page iii. Use tabs to align headings. Set leader dots with tabs to allow blank space between the last dot and the page number. Note: The format shown here (beginning each new section on a right-hand page) is designed for printed documents. For documents that will eventually be placed on the web in PDF, consecutive numbering may be more practical.*



## **LIST OF FIGURES (CAPS, BOLD, CENTER; STYLE=HEADING1 UNNUMBERED)**

<b>Figure</b>		<b>Page</b>
1.1	Figure caption (Multiple-line captions should be aligned at the indent. Only the first sentence of multiple-sentence captions needs to be included in the list of figures.) .....	4
1.2	Figure caption.....	8
2.1	Figure caption.....	12
2.2	Figure caption.....	13
2.3	Figure caption.....	15
3.1	Figure caption.....	25

*List of Figures begins on the next odd page. If there are fewer than five figures, list may be omitted.*





**LIST OF TABLES (CAPS, BOLD, CENTER; STYLE=HEADING1 UNNUMBERED)**

<b>Table</b>	<b>Page</b>
1.1 Table title (Multiple-line titles should be aligned at the indent. Only the first sentence of multiple-sentence titles needs to be included in the list of tables.).....	8
1.2 Table title.....	12
2.1 Table title.....	18
2.2 Table title.....	23
2.3 Table title.....	24
3.1 Table title.....	30

*List of Tables begins on next odd page. If there are fewer than five tables, list may be omitted.*



## **ADDITIONAL FRONT MATTER**

Front matter after the Contents, List of Figures, and List of Tables may include none, any, or all of the following sections and should be in the order listed:

**FOREWORD**

**PREFACE**

**ACKNOWLEDGMENTS**

**ACRONYMNS AND ABBREVIATIONS**

**EXECUTIVE SUMMARY OR SUMMARY**

**ABSTRACT**

Each section in the front matter begins on an odd page. The abstract, if less than half a page, may begin on page 1 before the body of the report.



## **1. FIRST-ORDER HEADING (CAPS, BOLD, CENTER; STYLE=HEADING1)**

The body of the report can be numbered continuously (1, 2, 3, etc.) or by section (1-1, 2-1, etc.) with arabic numbers at the bottom of the page. Reports of fewer than 100 pages are usually numbered continuously. If you use the heading styles in this template, numbering and spacing above and below headings will be set up automatically. If you don't use the heading styles, insert two blank lines before headings (except first-order headings) and one blank line after.

### **1.1 SECOND-ORDER HEADING (CAPS, BOLD, FLUSH LEFT; STYLE=HEADING2)**

If paragraphs are indented (0.25 is a standard paragraph indent), there should be no space between them. If preferred, paragraphs can be flush left with one blank line between paragraphs. If you use the template style for "normal" text, paragraphs will be indented automatically.

#### **1.1.1 Third-Order Heading (Cap-Lowercase, Bold, Flush Left; Style=Heading3)**

##### **1.1.1.1 Fourth-order heading (Initial cap, bold, flush left; style=heading4)**

For headings immediately followed by another heading (rather than paragraph text):

- If you're using styles, change the paragraph spacing after the first header to 2 points for that heading only (select Format, Paragraph, Spacing after, 2 pt).
- If you're not using styles, insert one blank line only between the two headings.

**Unnumbered fifth-order heading (initial cap, bold, paragraph indent; style=heading5).** One blank line precedes the heading. Text follows the heading on the same line.

***Unnumbered sixth-order heading (initial cap, bold and italic, paragraph indent; style=heading6).*** Text follows the heading on the same line.

If author-date references are used, then superscript arabic numbers may be used as footnote indicators. If footnote symbols are used, they should appear in the following order: \*, †, ‡, \*\*, ††, ‡‡.<sup>1</sup>

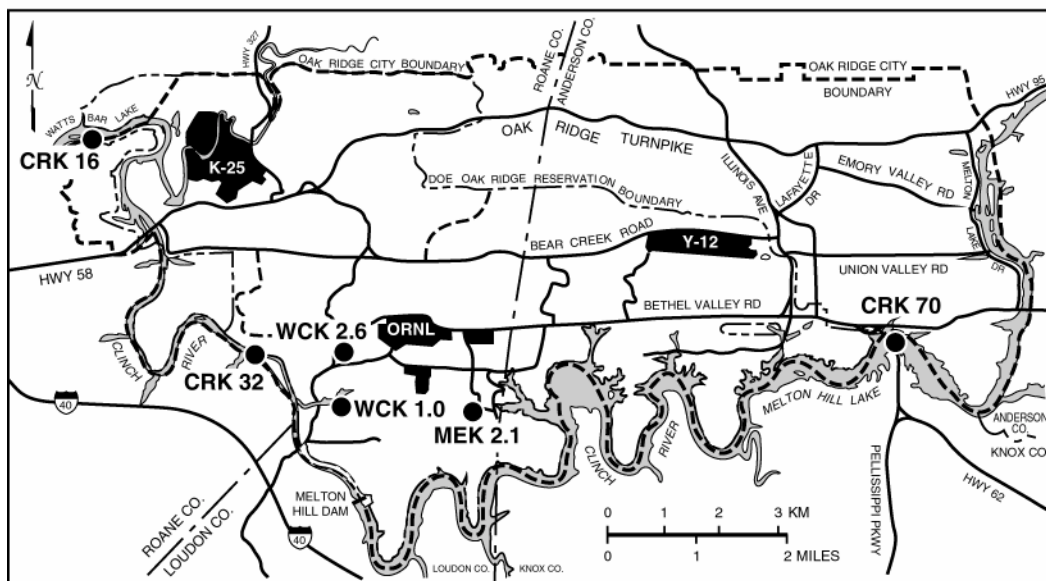
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<sup>1</sup>Footnote numbers begin again with 1 on each new page (or with an asterisk \* if symbols are used). Footnotes are 9 point type.

## 2. FIGURES

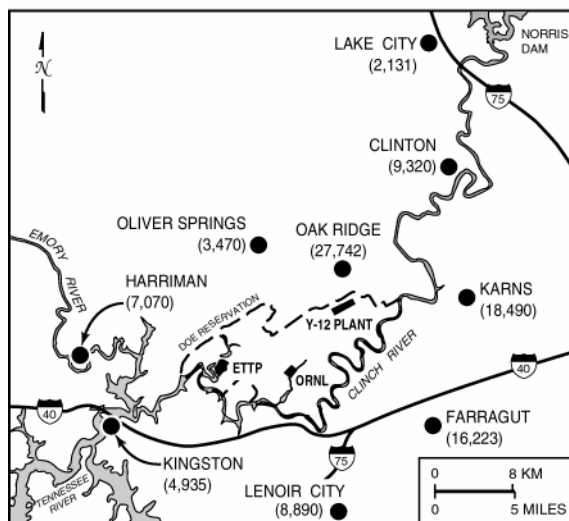
Figures should follow the first reference to them in the text as closely as possible. Figures are numbered consecutively except in large reports, where they may be numbered by section (Fig. 1.1, Fig. 1.2, etc.). In text, references to figures are abbreviated Fig. or Figs. when they appear with a number, except at the beginning of sentences. All figures should have a drawing or photo number for identification purposes. Copyrighted figures should include a credit line (see Fig. 1).

ORNL-DWG 93M-9753R2



**Fig. 1. Figure captions that run more than one line are paragraph indented.** The first sentence of the caption is bold; any other description is regular. *Source: Oak Ridge Reservation Annual Site Environmental Report For 1992, Vol. 1, Martin Marietta Energy Systems, Inc., Oak Ridge National Laboratory, Sept. 1993.*

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**Fig. 2. One-line figure captions are centered.** Note: figure captions should not exceed the figure width.

### 3. TABLES

As with figures, tables can be numbered consecutively or by section and should follow their reference in the text as closely as possible. Tables may be formatted in a smaller point size to accommodate large tables.

**Table 1. Table title is bold, centered, and initial capped only (no period at end of title)<sup>a</sup>**

Column heads are regular, centered, and initial capped only

EM project	Recycling method	Amount recycled (lb)	Cost (\$)		
			Recycling	Disposal	Storage
Metals recycle	Smelting	1,072,000	1,565,763	1,338,447	1,608,000
Cooling-tower <sup>b</sup>	Decontamination	459,000	605,880	573,120	688,500
Totals		1,601,150	2,266,491	2,004,973	2,401,725

<sup>a</sup>Footnote callouts for tables are lowercase, italic, superscript letters in sequence from left to right, then top to bottom. Footnote text is in 9 point type.

<sup>b</sup>For multipage tables, footnotes appear only on the last page of the table.

## 4. LISTS

Bullet lists are recommended for items that are not referenced elsewhere and that do not indicate chronological order. For example,

The linear accelerator is composed of three types of accelerators:

- drift-tube,
- coupled cavity, and
- superconducting.

Enumerated lists are recommended for items that are referenced elsewhere in the document or that indicate chronological order. For example,

1. Change the door status to “Controlled Access Mode.”
2. Select Power Permit Mode.
3. Turn on warning horns and lights.
4. Change door status to “Power Permit.”
5. Turn off warning horns after time delay.  
Enable rf and electrical devices.



## 5. REFERENCES

The author-date system is recommended, based on guidelines in the *Chicago Manual of Style* (The University of Chicago Press, latest edition). The following examples show the correct format for some commonly used references. In the text, author and date appear in parentheses. References are listed alphabetically at the end of the report or article. For more detailed information, please see the *Chicago Manual of Style*. No punctuation is used between the author's name and the date in the in-text citation.

### 5.1 BOOKS

Meador, R. 1978. *Future Energy Alternatives: Long-Range Prospects for America and the World*. Ann Arbor, Mich.: Ann Arbor Science.

Unwin, Liam, P., and Joseph Galway. 1984. *Calm in Ireland*. Boston: Stronghope Press.

### 5.2 CODE OF FEDERAL REGULATIONS

14 CFR Pt. 1.3.

### 5.3 CONFERENCE AND SYMPOSIUM PROCEEDINGS

#### 5.3.1 Proceedings in report format

Gardiner, D. A., and T. Truett, eds. 1978. *Proceedings of the 1977 DOE Statistical Symposium*. October 26–28, 1977, Pacific Northwest Laboratories, Richland Washington, CONF-771042, Union Carbide Corp. Nuclear Div., Oak Ridge Natl. Lab.

#### 5.3.2 Article in a proceedings

Tape, G. F. 1970. "National Policy on Peaceful Uses of Nuclear Explosives," proceedings of the Symposium on Education for the Peaceful Uses of Nuclear Explosives at the University of Arizona, Tucson, March 31–April 2, 1969, ed. L. E. Weaver, Univ. Arizona Press, Tucson.

### 5.4 JOURNALS

#### 5.4.1 Authored Article

##### 5.4.1.1 One author

Auerbach, C. 1949. Chemical Mutagenesis. *Biol. Rev.* 24:355–91.

##### 5.4.1.2 Two authors

Rose, H. J., and D. Sinclair. June 1979. A Search for High-Energy Alpha Particles from Superheavy Elements. *J. Phys.* 5:781–96.

#### **5.4.1.3 Three or more authors**

Habash J., et al. 2000. Direct Determination of the Positions of the Deuterium Atoms of the Bound Water in Concanavalin A by Neutron Laue Crystallography. *Acta Cryst.* D56, 541-550.

#### **5.4.2 Specific page of an article**

Moore, S. F., and R. L. Dwyer. October 1974. Effects of Oil on Marine Organisms: A Critical Assessment of Published Data, *Water Res.* 8:819–27, Table 1, p. 821.

### **5.5 LAWS**

Atomic Energy Act of 1946. U.S. Statutes at Large 60:755–75.

### **5.6 MEMORANDUMS**

Bellman, R., and R. Karush. February 1964. *Dynamic Programming: A Bibliography of Theory and Application*, Memorandum RM-3951-PR, The Rand Corp., Santa Monica, Calif.

### **5.7 PROGRAMS AND SOFTWARE**

Lotus 1-2-3 Rel. 2. Lotus Development Corporation, Cambridge, Mass.

### **5.8 REPORTS**

#### **5.8.1 Individual author**

Hsu, C. T. July 1984. *Investigation of an Ejector Heat Pump by Analytical Methods*, ORNL/CON-144, Martin Marietta Energy Systems, Inc., Oak Ridge Natl. Lab.

#### **5.8.2 Corporate or government author and publisher**

U.S. Environmental Protection Agency 1988. Limiting Values of Radionuclide Intake and Air Concentration and Dose Conversion Factors for Inhalation, Submersion, and Ingestion, Federal Guidance Report No. 11, EPA-520/1-88-020.

### **5.9 THESES AND DISSERTATIONS**

Mann, A. E. 1968. The paleodemography of *Australopithecus*. Ph.D. diss., University of California, Berkeley.

## **APPENDIX A**

### **TITLE**

*An appendix should begin with a flysheet on an odd page with no page number, followed by a blank page. The text of the appendix should start on the next odd page.*

## **APPENDIX A. TITLE OF APPENDIX**

If each appendix contains similarly formatted information that can begin with a first-order heading, flysheets are not necessary. If first-order headings cannot be used for some appendixes, such as with computer data and forms, a flysheet should be used for *all* appendixes in a given report to avoid confusion.

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